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# City of Detroit

## CITY COUNCIL

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TO: The Honorable City Council

FROM: David Whitaker, Director   
Legislative Policy Division Staff

DATE: May 23, 2014

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached is the list of contracts and purchase orders recommended by the Finance Department, Purchasing Division. The items are submitted to the City Council for referral to the Committees on May 27, 2014.

The comments and review of the Legislative Policy Division staff are printed in bold following the contracts.

### Attachments

cc:	Janice Winfrey	City Clerk
	Mark Lockridge	Auditor General
	Palencia Mobley	Mayor's Liaison
	Boysie Jackson	Purchasing Division
	Irvin Corley	Legislative Policy Division
	Marcell Todd	Legislative Policy Division

Statistics compiled for the list of Contracts and Purchases submitted for referral on May 27, 2014.

<b>Department</b>	<b>No. of Contracts or Purchase Orders</b>	<b>Detroit-Based Business Bids</b>	<b>Change, Extension Increases, Renewals</b>	<b>Located in Detroit</b>
Elections	1	0	1 Renewal	1
Public Lighting 1 Emergency Procurement	1	0	0	1
<b>Totals</b> 1 Emergency Procurement	<b>2</b>	<b>0 Detroit-Based Business Bids</b>	<b>1 Renewal</b>	<b>2</b>

This list represents expenditures totaling \$ 129,423.67<sup>1</sup>

Included in the total costs and revenue are the following:

City General Fund	\$	120,000.00
General Fund	\$	9,043.67
<b>Revenue</b> from PLD Electric charges		

<sup>1</sup> This list includes: 1 Contract renewed for 1 year, Emergency contract for 2-day rental.

TO: THE HONORABLE CITY COUNCIL

FROM: David Whitaker, Director  
Legislative Policy Division Staff

DATE: May 23, 2014

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED  
AT THE FORMAL SESSION OF MAY 27, 2014**

### **ELECTIONS**

2851317 100% City Funding – To Provide Printing of Newsletters and Ballots – Contractor: Accuform Printing and Graphics, Location: 7231 Southfield, Road, Detroit, MI 48228 – Contract Period: September 9, 2014 through August 31, 2015 – Contract Amount: \$120,000.00

This is a Renewal Contract for Extension of Time Only and Funds.

**Costs budgeted to General Fund, Acct. 1000-710041-000037-617900-00181-0-A5060, Appropriation for Conduct of Elections includes funding of \$1,145,950 as of May 23, 2014.**

**This request is for the renewal of the contract, for 1 year, for estimated costs up to \$120,000.**

The contract was initially approved Oct. 18, 2011 for a term of 2 years, through Sept. 30, 2013, for a cost of \$47,334. Contract services include printing of the 4-page Election Newsletters and the 8-page newsletters with the sample ballot. Low bid costs were \$23.99 per thousand for printing the newsletter and \$41.98 per thousand for printing the newsletter with the ballot; estimated printing and distribution of 350,000 of each newsletter. The contract was approved with options to renew 2 additional years; costs subject to increase 5% each year of the contract.

An increase of \$27,000 to a total of \$74,334 was requested and approved Nov. 7, 2012; the increase was indicated to be due to changes in the election law and an increase in the number of printed pages for each newsletter.

The first contract renewal, through August 2014 was approved July 23, 2013, for a cost of \$47,334. Item prices remained the same, as bid, for the renewal period.

This request for the 2<sup>nd</sup> renewal, continues the same rates, as bid, at \$23.99 per thousand and \$41.98 per thousand. The vendor indicates they cannot provide a 10% discount, but will agree not to exercise the option for a 5% increase.

*However, it should be noted the total cost of the contract, at \$120,000, appears to be a 150% increase over the renewal cost of \$47,334.*

Contract checklist, received May 8, 2014, indicates this contract renewal is essential to provide education and information to the voters.

Covenant of Equal Opportunity Affidavit signed 6-19-13; TAXES: Good Through 3-11-15 and 7-31-14; Slavery Era Records Disclosure Affidavit signed 6-19-13, indicating no records to disclose; Hiring Policy Compliance Affidavit signed 3-13-13, Employment Application submitted complies with requirement.